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8. Department, Agency, or Establishment Department of the Army					c Third Subdivision Project Manager for Training Devices (PM TRA					
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PROGRAM ANALYST GS-343-11

1. <u>INTRODUCTION:</u>

- a. This position is located in the Office of the Project Manager, for Training Devices (PM TRADE). The mission of PM TRADE is to acquire training devices, simulations, simulators and training instrumentation systems.
- b. The purpose of this position is to perform as a Program Analyst to assist in planning, implementing and coordinating a variety of program analysis evaluations and advisory functions in support of the life cycle management of developmental end-items managed by PM TRADE. Assists in the application of program analysis principles and techniques related to the execution of operation program activities, such as planning and requirements documentation, resource management matters (budget, manpower, materials), cost analysis (life cycle cost estimates, contractor cost management and government monitoring procedures, cost/schedule control system criteria) and pertinent acquisition strategies. Assists in reviewing progress against established program milestones, long range planning and development of overall program objectives.

2. MAJOR DUTIES AND RESPONSIBILITIES:

- a. Assists in the development of the plans, programs and budgets for RDTE, procurement and OMA based on priorities, documented requirements, capabilities, and resource (manpower, material, and dollar) limitations. This input is prepared in the form of congressional descriptive summaries, P-form submissions, program submissions and command schedules.
- b. Assists in the performance of management reviews of developmental contracts to ascertain rate of progress versus incurred costs, analyses engineering changes to determine worth and improved performance vs cost and cost growth to determine impact. $$20\mbox{\ensuremath{\$}}$
- c. Assists in the preparation of the PM TRADE execution plan, ensuring that program objectives relate to funds available.
- d. Performs special assignments and studies which relate to the successful accomplishment of the PM TRADE program. These assignments and studies may include budget drills, analyses of future year in-house resource requirements, tracking execution in the budget year, etc.
- e. Conducts or participates in presentations and briefings as assigned.

f. Participate in working groups and AD HOC committees which relate to areas of responsibility.

Performs Other Duties As Assigned.

FACTOR 1 - KNOWLEDGE REQUIRED:

Comprehensive knowledge of program analytical and evaluative methods as applied to the planning and execution of all programs managed by PM TRADE. Ability to modify standard practice and procedures to solve a variety of problems related to the life cycle phases of programs. Ability to adapt precedents or make significant departures from previous approaches in determining the kind of information needed to measure effectiveness of program progress. Ability to prepare and present oral and written presentation to clearly define specific problems, provide detailed recommendations and achieve program/project objectives in an efficient and effective manner; and explain the effect of alternative actions on program execution.

FACTOR 2 - SUPERVISOR CONTROLS:

Works under the general supervision of the immediate supervisor who consults with the incumbent on matters such as developing the broad aspects of the assignments and long-term milestones to be reached. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. The incumbent keeps the supervisor informed of progress, potential controversial subjects, and situations and actions which affect policy and funds.

FACTOR 3 - GUIDELINES:

Guidelines include Army regulation, federal laws, policy statements, procedures, practices, and other material government the PPBE system. Often these guidelines do not apply specifically to particular complex and technically difficult program analysis situations, thus requiring use of a high degree of judgement and creativity in selecting, interpreting, and adapting guides. This lack of specificity requires the incumbent to develop relevant data for subjects studied.

FACTOR 4 - COMPLEXITY:

The assignment is characterized by highly technical development and production programs, some costing in excess of \$70 million RDTE and \$400 million procurement. The incumbent will lead conferences with representatives of the area being studied in order to establish cooperative relationships, present controversial and critical observations and recommendations, and

convince others to accept proposals with which they may strongly disagree.

FACTOR 5 - SCOPE AND EFFECT:

The employee serves as Project Officer responsible for planning, analyzing and evaluating the RDTE/procurement activities that support the project management of major Army items. The assignment entails the development of long range program plans, goals, objectives and milestones to accomplish and evaluate the cost effectiveness of actions in the achievement of agency programs, and affects compliance with pertinent financial and acquisition policies.

FACTOR 6 - PERSONAL CONTACTS:

Contacts include Program Analysts, Budget Analysts, Project/Product Managers, Project Team Members and other Army specialist and managers. Contacts also are maintained with MACOMs, contractors and professional groups in the public and private sector.

FACTOR 7 - PURPOSE OF CONTACTS:

Contacts are for the purpose of justifying recommendations affecting planning and execution of Training Device programs and influencing officials to accept/implement same.

FACTOR 8 - PHYSICAL REQUIREMENTS:

Work is mostly sedentary. Occasionally there is stress from having to work within a short time frame to complete a particular task.

FACTOR 9 - WORK ENVIRONMENT:

Work is performed in an office setting which includes adequate lighting, ventilation and shelter.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 109213081